



# City of Milpitas

We invite applications for the position of:

## **Summer Internship Public Works Records Management**

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<b>Compensation:</b>	<b>Unpaid</b>
<b>Post Date:</b>	<b>March 7, 2016</b>
<b>Close Date:</b>	<b>March 25, 2016 at 5:00 p.m.</b>
<b>Location:</b>	<b><u><a href="#">Public Works Department</a></u></b>

### **Why Milpitas?**

As an integral part of the high tech Silicon Valley, Milpitas is a dynamic community located at the southern tip of the San Francisco Bay. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

### **The Opportunity**

The primary goal of the City of Milpitas Student Internship Program is to prepare and develop qualified students to enter the workforce. The Milpitas Public Works Department is seeking undergraduate student interns to assist in updating Public Works records management system. This includes researching standard practices for records management, cataloging data, writing, editing, and preparing new procedure guides, and assisting Public Works managers and administration as needed.

Interested candidates must have strong written communication skills and be able to successfully update written documentation. The ideal candidate will have familiarity with database management, cataloging systems, and MS Office. Hours are flexible, 5-20 hours per week.

### **Selection Process**

Students whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.



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### **To Apply**

Submit application, resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### **General Information**

This position is a non-benefited, part-time opportunity, with a flexible schedule. Prior to assuming the role of Intern, candidates will be required to successfully complete a pre-employment process, including a criminal history questionnaire and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.